

INFORMATION GUIDE FOR THE INTERNATIONAL SECTIONS

2024 - 2025



Welcome

First of all, i would like to congratulate you on your admission to INSA Lyon. Before welcoming you physically, I would like to welcome you to our school, which is renowned for its excellence and humanist values and which will very quickly become your school.

See you soon

Pr Marion FREGONESE
Head of département Formation Initiale aux
Métiers d'Ingénieur (FIMI)



CONTENTS

- 1 - BEFORE DEPARTURE
- 2 - « ÉTUDES EN FRANCE » PROCEDURE
- 3 - BIRTH CERTIFICATE AND TRANSLATION
- 4 - CROUS - CVEC
- 5 - ACCOMMODATION ON CAMPUS
- 6 - FOOD ON CAMPUS
- 7 - INTERNET ON CAMPUS
- 8 - MANDATORY INSURANCES
- 9 - BFI FINANCIAL AID
- 10 - VISA AND RESIDENCE PERMIT
- 11 - SPECIFIC FEES FOR THE INTERNATIONAL SECTIONS
- 12 - 2024-2025 TUITION FEES
- 13 - SUMMER SCHOOL 2024
- 14 - ACADEMIC CALENDAR
- 15 - CAMPUS MAP



1 - BEFORE DEPARTURE

PLEASE CONTACT...

- **Campus France** and apply for a visa online: <https://pastel.diplomatie.gouv.fr/etudesenfrance/>
Students with an E.U. nationality and a valid European passport do not need to apply for a visa.> **PAGE 2**
- **The French Embassy or Consulate** if there is no Campus France in your country> **PAGE 2**
- **The Town Hall** and ask for a birth certificate with the full name of both parents.
E.U. students should ask their Town Hall for a multilingual birth certificate (Form A)> **PAGE 3**
- **A sworn translator** in French language and ask for a translation of your birth certificate> **PAGE 3**
- **The French Consulate or the Alliance Française** and ask for an apostille on the French translation of your birth certificate> **PAGE 3**
- **CROUS** at <http://cvec.etudiant.gouv.fr/> create your account and pay for the CVEC – Upload the CVEC certificate> **PAGE 4**
- **Your health insurance company:** Students with an E.U. nationality need to ask for a EHIC – European Health Insurance Card> **PAGE 8**
- **An insurance company** and sign up for temporary healthcare insurance before departure, via a private company or online via the French student complementary insurance companies SMERRA or LMDE. (Information on demand at: filièresinternationales@insa-lyon.fr> **PAGE 8**

PLEASE SEND TO:filièresinternationales@insa-lyon.fr

- 1 Your Etudes en France reference number (Campus France)
- 2 A Photocopy of your passport
- 3 An identification photo (35 x 45mm)
- 4 Your CVEC certificate including the QR-Code.....> **PAGE 4**
- 5 A photocopy of your Campus France scholarship, if applicable

2 - « ETUDES EN FRANCE » PROCEDURE

WWW.CAMPUSFRANCE.ORG

Connect on the Campus France website:

<https://pastel.diplomatie.gouv.fr/etudesenfrance/>

and check if there is a Campus France agency in your country. If not, please contact the French Embassy or Consulate for the visa procedure.

Campus France will help you with the visa procedure and all the administrative steps.

It can also provide useful information about the financial aids and scholarships dedicated to the foreign students. If you are awarded a Campus France scholarship, don't forget to send a photocopy of the certificate to the Registrar's Office.

Campus France will also help you in case you need a legalization or apostille on the translation of your birth certificate.



3 - BIRTH CERTIFICATE AND TRANSLATION

- Foreign students will need to provide a birth certificate to register to the French public services such as Sécurité Sociale, CAF, CROUS...
- You will also need to request a sworn translation of your birth certificate. Ask the French embassy or Consulate for an apostille to legalize the translation , or ask the Alliance française to stamp the translation.
- In some cases, the French Public Services may refuse a translation.
- Students will then need to contact a translator certified by the Court of Lyon (list on demand at the Registrar's Office).
- You must always keep the original documents.
- Only provide photocopies to the public services.



Exemple de légalisation et d'apostille pour contrôle

Légalisation

RÉPUBLIQUE FRANÇAISE
LEGALISATION
(DÉCRET N° 2007-1205 DU 10 AOÛT 2007)
DÉSTINATION DE L'ACTE (PAYS OU AUTORITÉ) :
DATE :
NOM ET QUALITÉ DE L'AUTORITÉ :
SIGNATURE
ET CACHET OBLIGATOIRE :

Apostille

Attestation à la Convention	
Attestation d'apostille	
L'apostille sera la forme d'un certificat de 9 caractères de côté au minimum	
APOSTILLE	
(Convention de La Haye du 5 octobre 1961)	
1. Page :
2. Le présent acte public
3. a été signé par
4. agissant en qualité de
5. est revêtu du sceau/l'indemnité de
Attesté	
6. le
7. par
8. sous n°
9. Sceau/Cachet :	10. Signature :

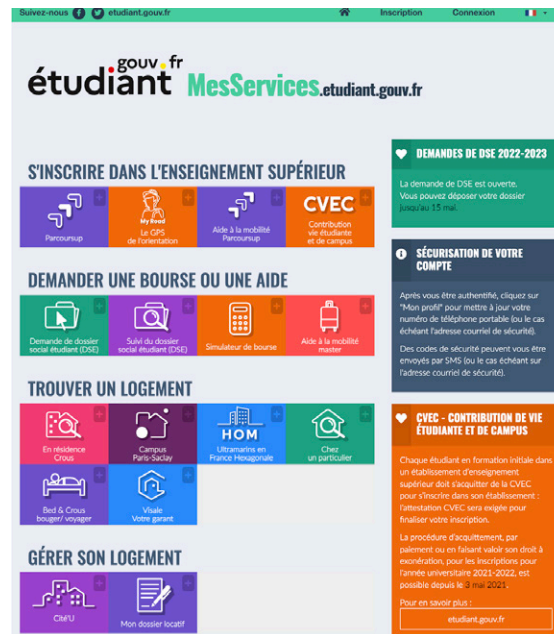
4 - CROUS AND CVEC*

- Students admitted to a French institution of Higher Education are subject to this annual tax which helps to finance on-campus programs that enhance the student experience. The payment is by credit card only.

The 2024-2025 cost is 103€

- Connect and create your personal account at: MesServices.Etudiant.gouv.fr
- You need to indicate Lyon as the city of your studies
- Pay your CVEC with a credit card
- Get your CVEC certificate including the QR-Code and send it to the Registrar's Office.
- In case of problem, please write to: filièresinternationales@insa-lyon.fr
- **Do not loose your login and password as you will need to connect and pay the CVEC every year of your studies in a French university.**
- It is also on the CROUS website **that students from Schengen countries** will be able to apply for the scholarship for the year 2024-2025.

* Please note that the **exchange students** are not concerned by the CVEC nor the CROUS procedures. In case of a doubt as regards your situation, you can contact the Registrar's Office.



5 - ACCOMMODATION ON CAMPUS

- **Incoming first-year students are accommodated in a double room inside the residences A or B.**

The rooms are furnished (bed, desk, chair, a wardrobe or a closet).

The rooms are also equipped with a kitchenette (comprising a fridge and an Induction hob, but no cooking utensils nor crockery are provided) and a bathroom with a shower and a basin.

The toilets are common on each floor of the residence A and B.

- **A bedding package (comprising sheets, a pillow case and a blanket) is available for all 1st year students arriving from abroad.**

You will find here after the 2024-2025 indicative fees

- Rent for a shared twin room **> 235€ / MONTH**
- Administrative fees **> 50 € / YEAR**
- Deposit **> 350 € / YEAR**

- **A Housing insurance certificate** is required for the signature of the lease.

Students can sign up to this insurance via a private company. Some banks also propose it when students open a bank account. It is also possible to sign up online via the French student complementary insurance companies SMERRA or ADH. We also advise students to take out an additional insurance option to cover for the loss of their room keys.



For August 2024,

Housing costs are included in the specific fees through August 31, 2024. The traditional monthly bill will begin in September.

6 - FOOD ON CAMPUS

• **Three different options are proposed for the first-year students restauration.**

You will find here after the 2024-2025 indicative fees.

Specificities	Annual cost (based on 39 weeks/year)	Breakfast	Lunch/ Dinner	Available during schooling periods	Available during weeks-ends	Available during the holiday periods (except the summer holidays)
Mealplan 7/7	2413.09 €/year	5 per week	135 per week	yes	yes	yes
Mealplan 5/7 Liberté	2095.33 €/year	5 per week	105 per week	yes	yes	yes
Mealplan 5/7	1984.85 €/year	5 per week	105 per week	yes	no	no



NB :

For August 2024, catering costs are included in the specific fees through August 31, 2024. The traditional monthly bill will begin in September.

Default effect : **During the month of September 2024**, all student will be register as for a 5/7 Liberté mealplan. The choosen mealplan will be effective from October 1st only.

7 - INTERNET ON CAMPUS

Inside the dorms, INSA Lyon proposes two different means of connecting to Internet:

- Free connection to INSA applications thanks to the INSA personal account
 - Sign up to a fee-paying subscription offered **by Quantic Telecom who proposes 2 different subscriptions for INSA students :**
 - a yearly subscription for 120€ - i.e. 10€ per month
 - a monthly subscription for 15€.
- > To benefit from an internet connection, you must also buy a **QuanticBox at 30 €** (one payment only).

The QuanticBox is a VLAN switch that gives students a personal Wi-Fi access to connect to smartphones, tablets or laptops.

Students who decide to buy the QuanticBox will be able to use it for the duration of their time in on-campus accommodation without any change in the subscription fee.

These offers include:

- Unlimited high-speed Internet access up to 100 Mb/s or 1Gb/s, depending on eligibility
- TV connection on a computer or tablet.
- This is an open Internet access without any filters or restrictions. This connection is usually via an Ethernet cable.

In addition to their subscription, students may take out the following option an **Ethernet cable RJ-45 for a 5€ extra charge**

The subscription via QuanticBox is valid for all dorms and study rooms at INSA Lyon, and also on other campuses such as INSA Rouen or INSA Rennes, without extra charge.



8 - MANDATORY INSURANCES

- **Healthcare insurance for non E.U. students:**

Non E.U. students should sign up for temporary healthcare insurance before departure to have a health cover during the first months of the academic year, the time for the Social Security to be effective.

- **Housing insurance:**

An insurance certificate will be required for the delivery of the keys.
For a quotation, you can indicate 17sqm and mention the following address:
20 avenue Albert Einstein - 69621 Villeurbanne
We strongly advise students to take out an additional insurance option to cover for the loss of their room keys

- **Civil liability insurance:**

It covers the damage you may cause to a third party during the school period, internship periods or during private activities, such as sports.

All these mandatory insurances can be organized via a French bank or a private company or via the French student complementary insurance companies SMERRA or MGEN.

You can also sign up once you arrive on campus or via a bank when you open a bank account in France.



You will find hereunder some indicative prices:

Healthcare + civil liability insurance: 25€/month

Healthcare + civil liability + housing insurance: 30€/month

9 - SOCIAL SCHOLARSHIPS

INSA Lyon and its Foundation offer a social criteria scholarship with an annual maximum amount of €2000 to foreign students admitted into the 1st year of one of the four international sections of the FIMl department (Core Foundation Engineering Program). This opportunity is for students who are neither eligible for CROUS scholarships nor recipients of a French or Foreign Government scholarship. The scholarship can be renewed for the 2nd and 3rd years of the engineering program if the student's social situation remains unchanged from their 1st year.

FOR MORE INFORMATION ON THE APPLICATION CAMPAIGN:

<https://bourses-aides.insa-lyon.fr/>



10 - VISA AND RESIDENCE PERMIT

- For students aged 18 or older with an «Étudiant» visa, the procedure is entirely online.

Within 3 months after your arrival, connect to:
<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>
and pay for the virtual (on-line) excise stamp by following the steps of the on-line procedure.

This stamp costs approximately 50 € (2024 fees).

This payment will validate your VLS-TS long stay visa as a one-year residence permit.

This procedure transforms your Long Stay Visa into a Residence Permit valid until the end of the validity of your VISA. The renewal will then be done 4 to 2 months before the expiration of the VISA.

- For students under 18 holding a visa called “Mineur scolarisé”, the procedure is completely online:

Within one month of your arrival, you must create your user account on the ANEF website. Then within 2 months of your 18th birthday, you must apply for your residence permit on the ANEF website :
<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

After a few weeks, the Prefecture will appoint the date for you to come and pick up your one-year residence permit.

2024 indicative cost: 60€

4 to 2 months before the expiration of your first residence permit, you must apply for the renewal of your residence permit on the ANEF website.



The Administrative Directorate of Training can advise and accompany you in case of difficulties.



Étrangers en France
DIRECTION GÉNÉRALE DES ÉTRANGERS EN FRANCE



11 - SPECIFIC FEES FOR THE INTERNATIONAL SECTIONS

These specific fees for the recruitment and the insertion of the foreign students into the International Sections are to be paid once for the 5 years of the engineering cursus. **These amounts include the special summer school as well as accommodation and food costs until August, 31, 2024. An invoice will be sent to you to allow you to pay them.**



EUROPE jury
2 550 €



Asia, Latin America, Caribbean and
other countries of the word juries
5 350 €



Double degree
AMERINSA
3 100 €

**Please complete the bank transfer
before July 1, 2024:
otherwise, your administrative registration
cannot be finalized.**

TRÉSOR PUBLIC Adresse de la banque : 3 rue de la Charité 69002 LYON, France

RELEVÉ D'IDENTITÉ BANCAIRE

PARTIE RÉSERVÉE AU DESTINATAIRE DU RELEVÉ

Le relevé ci-contre est destiné à être remis à vos créanciers ou débiteurs, bancaires ou étrangers, appelés à faire inscrire des opérations à votre compte (virement, paiement des quittances et...)

Identifiant nationale de compte bancaire - RIB					
Code banque	Code guichet	N° de compte	Clé RIB	Domiciliation	
10071	69000	00001004336	54	TPLYOM	

Identifiant international de compte bancaire - IBAN

IBAN (International Bank Account Number)						
BIC (Bank Identifier Code)						
FR76	1007	1690	0000	0010	0433	654 TRPUFRP1

TITULAIRE DU COMPTE :

INSA

AGENCE COMPTABLE

12 - 2024-2025 TUITION FEES

Tuition fees are mandatory for any administrative registration at INSA Lyon, these are annual fees to be paid in addition to the recruitment fees mentioned before.

Since 19 April 2019, a ministerial order states that non E.E.A. students will be required to pay differential registration fees.

The tuition fees depend on the nationality of the student.

Students coming from a non-EEA country^[1] – European Economic Area - will be required to pay differential registration fees, i.e.:

- **2 850 € for the first two years of the engineering program**
- **3 879 € from the 3rd year.**

After 2 years of fiscal residence in France, i.e. 3 academic years, non-European students pay the same registration fees as EEA students (upon presentation of the last 3 tax certificates).

Foreign students enrolled for their 1st year into an international section via a specific jury are partially exempted when they first register.

Your 2024-2025 tuition fees will be 618 €.

This exemption is only automatic when you first register. In 2024-2025, you will be subject to differentiated fees. You can then apply for a partial waiver of these fees from the Administrative Directorate of Training in spring 2025. Partial exemption is granted on social grounds. Some students recruited under the AMERINSA double degree do not have to pay the registration fees of INSA Lyon. These fees can be paid by cheque, bank transfer or credit card online.

A link will be sent to you from July 11, 2024 to finalize your administrative registration online and pay the 618 €, so please wait.

We will accompany you in the finalization of your registration.

^{1]} The EEA countries are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and United-Kingdom.

13 - 2024 SUMMER SCHOOL

Dates : From 26/08/2024 to 17/09/2024

<https://ecole-ete.insa-lyon.fr/>

Further to your admission, you will participate to a summer school of Français Langue Etrangère (FLE) which will help you to get well prepared and your integration at INSA.

The residences will be available to welcome you on the mornings of **Thursday, August 22nd, and Friday, August 23rd**. No arrivals will be possible before these dates or during the weekend.

In order to prepare for this summer school and in particular to form groups, a French test will be organized at the end of June. To take this test, you will receive a link allowing you to connect to the questionnaire. This test will take about 1 hour.

You will receive more information about the content of this summer school (French and science courses) as well as the welcome procedure after this test.

The cost of the Summer School is already included into the amount of the 2024-2025 specific fees.



14 - 2024-2025 ACADEMIC CALENDAR

Academic Year 2024-2025	
Welcome induction week to the FIMI department	Monday, August 26 2024
Beginning of the courses	Monday, September 23 2024
Half-term autumn break	25/10/2024 > 04/11/2024
Winter holidays	20/12/2024 > 06/01/2025
End of 1st semester	07/02/2025
Half-term winter break	28/02/2025 > 10/03/2025
Spring holidays	18/04/2025 > 05/05/2025
End of 2nd semester	27/06/2025
Official national holidays	Friday 1 st November 2024 (All Saint's Day) Monday 11 th November 2024 (Victory 1918) Thursday 29 May 2025 (Ascension) Monday 09 June 2025 (Pentecost)
Staff day	Friday 30 May 2025

15 - CAMPUS MAP

